

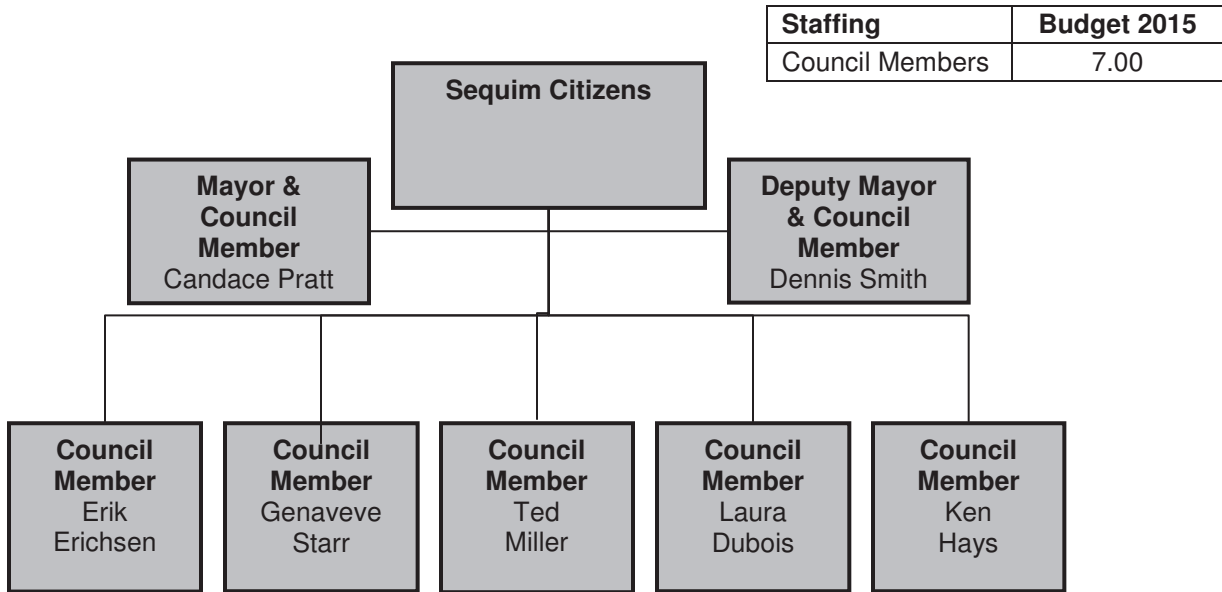
City of Sequim 2015 Budget

**City Council
City Administration
Civil Matters & Criminal Prosecution
Communications/Marketing**



City Of Sequim Department Description

City Council



- Passes local ordinances and resolutions
- Approves contracts
- Establishes policy
- Approves the budget
- Approves various land use actions
- Listens to concerns and suggestions from the residents
- Appoints the City Manager
- Establishes various committees and confirms appointments to those committees
- Mayor serves as the ceremonial head of the City

The City of Sequim operates under the council-manager form of government. Under the council-manager form of government for municipalities, the elected governing body (**City Council**) is responsible for the legislative function of the municipality such as establishing policy, passing local ordinances, establishing an annual budget, and developing an overall vision.

The Council is made up of seven members elected at large on a non-partisan basis for overlapping four-year terms. Every two years Council members elect a Mayor and Mayor Pro-tem from among their membership to lead the Council's business meetings and represent the City at official functions.

Work by the Council involves considerable interaction with citizens, commissions, other governmental agencies, and staff. Regular meetings of the Council are held every second and fourth Monday evening starting at 6:00 p.m. Work sessions are held prior to the regular meeting, if necessary to devote extra study to an issue.

2015 Key Goals

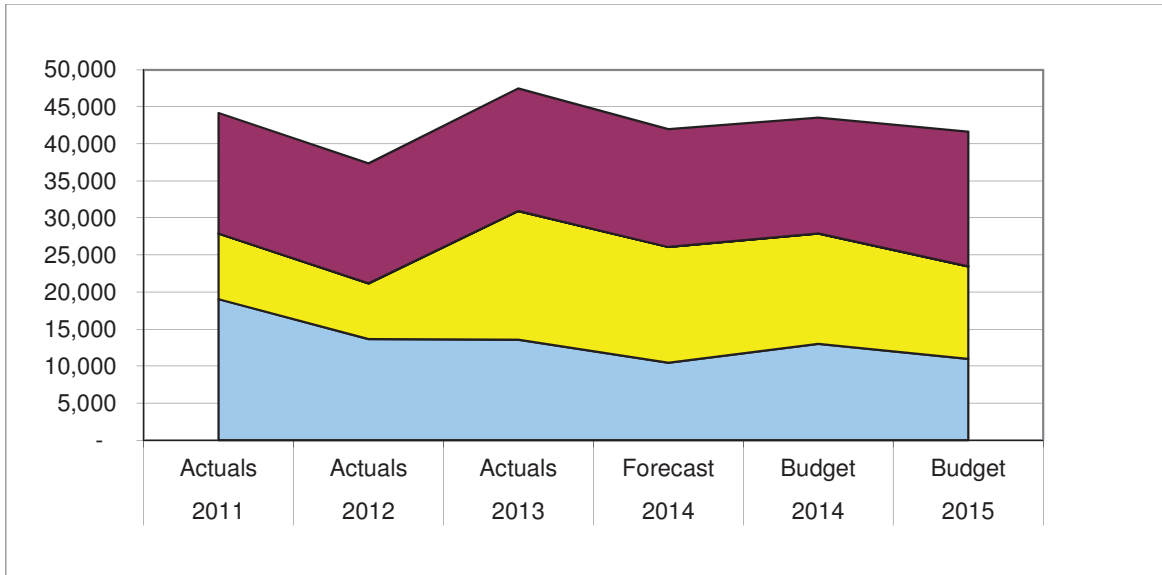
- ❖ Maintain and improve streets and sidewalks
- ❖ Adopt Comprehensive Plan Update
- ❖ Establish core values for economic development
- ❖ Construct a new Civic Center which includes City Hall and Police Station, on time/on budget
- ❖ Support a community solution for Guy Cole Center
- ❖ Provide policy guidance on private streets/water systems

2015 Budget Summary

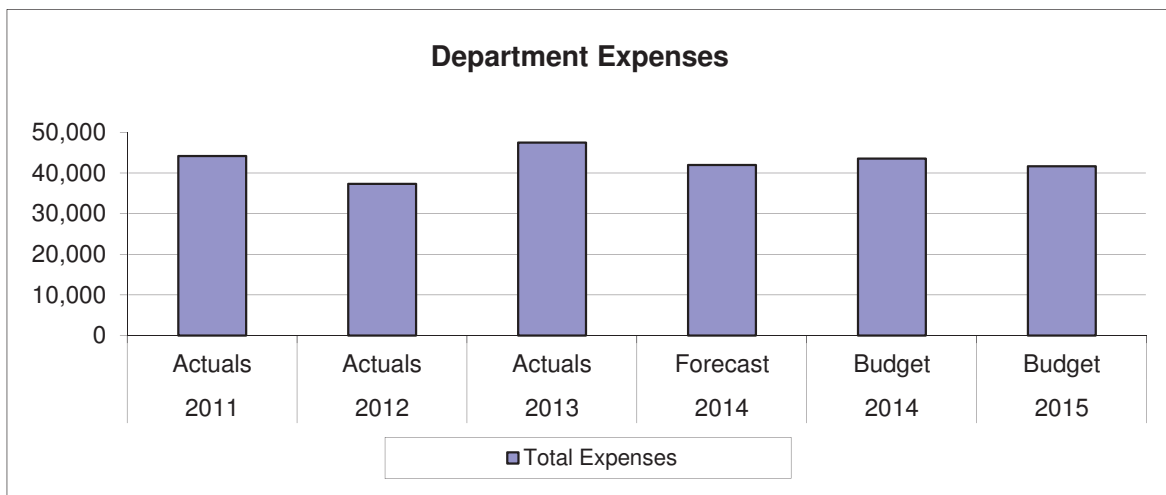
- ❖ No significant changes

**City of Sequim
2015 Budget
5-Year Summary**

City Council Expenses

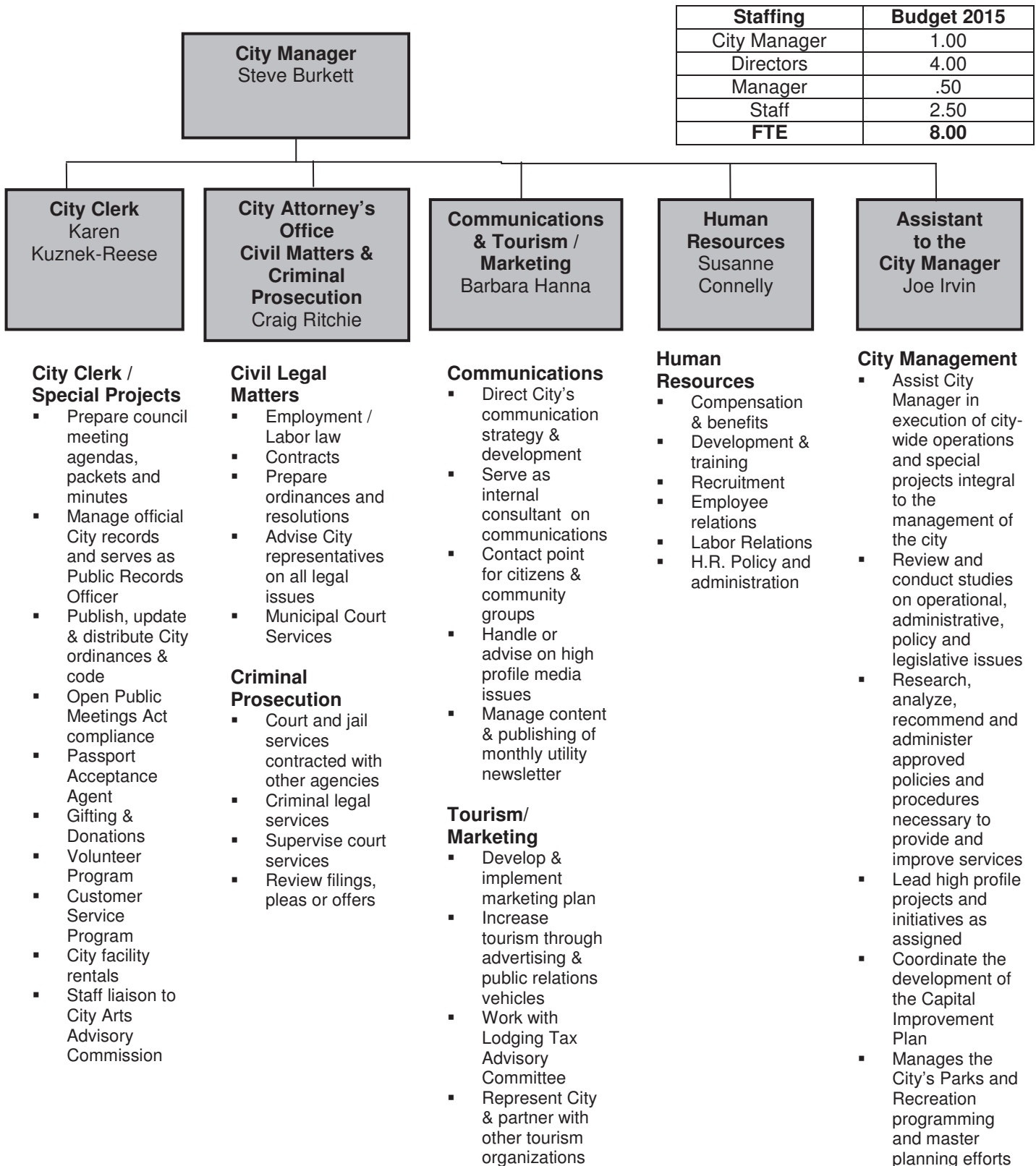


	2011 Actuals	2012 Actuals	2013 Actuals	2014 Forecast	2014 Budget	2015 Budget	2015-2014	
							Amount	%
Salaries & Benefits	16,294	16,172	16,554	15,932	15,636	18,193	2,557	16%
Operating Supplies	-	25	-	-	-	-	-	0%
Charges for Services	8,851	7,526	17,367	15,641	14,930	12,475	-2,455	-16%
Intergovernmental	19,043	13,660	13,589	10,448	13,000	11,000	-2,000	-15%
Total Expenses	44,189	37,382	47,510	42,021	43,566	41,668	(1,898)	-4%



City of Sequim Department Description

City Administration City Manager, City Clerk, City Attorney, Communications & Human Resources Donations (restricted) & Hotel/Motel (restricted)



City Of Sequim Budget Overview

City Administration City Manager Steve Burkett, City Manager

Department Description

The mission of the City Manager's Office is to implement the City Council's goals and vision for the community, provide organizational leadership, strategic direction, and ensure the delivery of efficient and effective public facilities and services. To accomplish this, the Manager resolves issues by promoting effective two-way communication among the City Council, citizens, community/regional stakeholders and staff. The City Manager also makes policy recommendations to the Council, implements Council policy decisions and directives, prepares the recommended annual budget, the long range financial plan, appoints and evaluates Department Heads, and interacts with Council, citizens, commissions, other governmental agencies and staff. The City Manager also evaluates City operations, customer service practices and identifies opportunities for improvement. The City Manager is responsible for the efficient, ethical, and professional management of all affairs and departments operating within the city.

2015 Key Goals

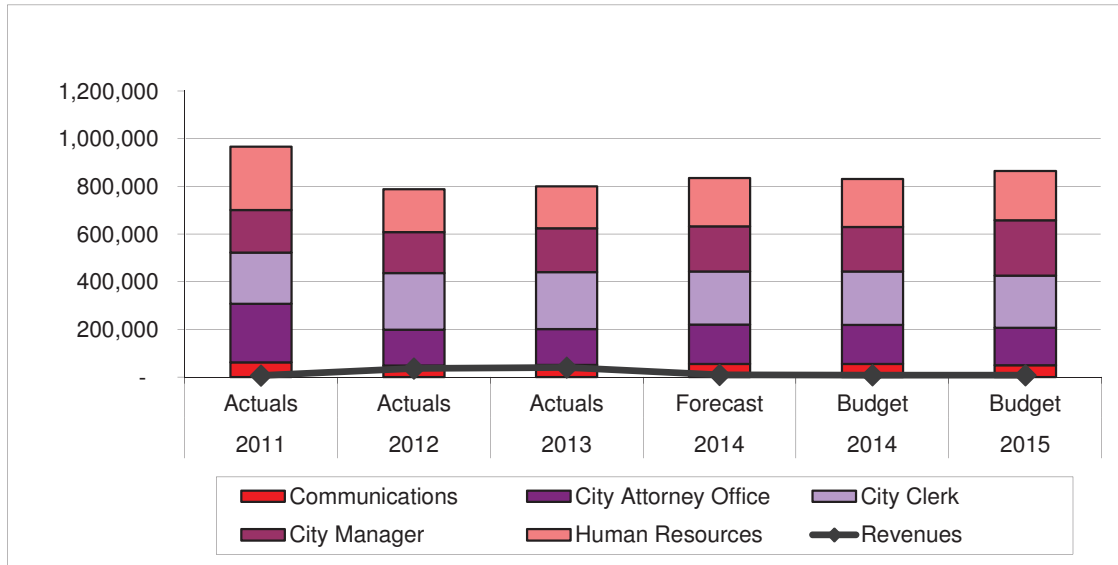
- ❖ Accomplish the City Council's adopted priorities
- ❖ Monitor the construction of the new Civic Center to keep the project on schedule and within the budget.
- ❖ Propose a balanced and sustainable long-range financial plan.
- ❖ Continue to develop the effectiveness of the city's Leadership Team.
- ❖ Initiate and implement an effective transition and succession plan due to anticipated City Manager and Department Head retirements.

2015 Budget Summary

- ❖ In 2015 changes to staffing include a move of .5 FTE to the City Manager's Department (Assistant to the City Manager), while the remaining .5 FTE remains in the Public Works Department in charge of Parks Administration. There is no net increase in city-wide FTE's associated with this staffing change. This change has been made to provide support to the City Manager in the management and evaluation of city-wide operations and completion of special projects integral to the management of the City. The addition of the .5 FTE to the City Manager's office will better equip the City Manager's office to take the lead on city-wide projects and initiatives that are not appropriate for specific departments.

**City of Sequim
2014 Budget
5-Yr Summary**

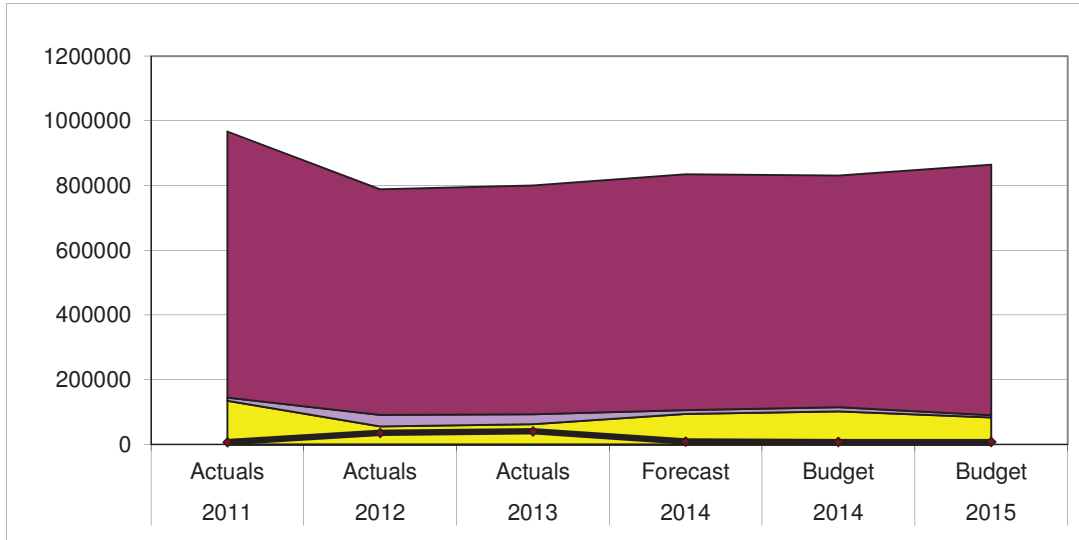
**City Administration Expenses by Department
City Manager, Clerk, Attorney, Communications & Human Resources**



	2011 Actuals	2012 Actuals	2013 Actuals	2014 Forecast	2014 Budget	2015 Budget	2015-2014	
							Amount	%
Revenues								
011 Clerk	6,752	35,231	40,226	8,858	8,600	7,129	(1,471)	-17%
012 City Manager	-	-	-	-	-	-	-	0%
013 City Attorney	-	-	-	-	-	-	-	0%
015 Communications	-	-	-	-	-	-	-	0%
016 Human Resources	-	-	-	-	-	-	-	0%
◆◆◆ Revenues	6,752	35,231	40,226	8,858	7,129	7,129	377	0%
Expenses								
City Manager	178,379	172,184	183,482	190,412	186,074	233,190	47,116	25%
City Clerk	215,387	238,163	239,351	223,320	224,544	219,040	(5,504)	-2%
City Attorney Office	244,934	149,797	151,068	165,210	164,642	156,975	(7,667)	-5%
Communications	61,854	47,948	49,791	53,865	54,051	48,694	(5,357)	-10%
Human Resources	266,405	180,123	176,450	202,354	201,612	206,406	4,794	2%
Total City Administration	966,957	788,215	800,142	835,161	830,923	864,305	33,382	4%

**City of Sequim
2015 Budget
5-Year Summary**

**City Administration Expenses
City Manager, Clerk, Attorney, Communications & Human Resources**



	2011 Actuals	2012 Actuals	2013 Actuals	2014 Forecast	2014 Budget	2015 Budget	2015-2014 Amount	%
Revenues								
011 Clerk	6,752	35,231	40,226	8,858	8,600	7,129	(1,471)	-17%
012 City Manager	-	-	-	-	-	-	-	0%
013 City Attorney	-	-	-	-	-	-	-	0%
015 Communications	-	-	-	-	-	-	-	0%
016 Human Resources	-	-	-	-	-	-	-	0%
Revenues	6,752	35,231	40,226	8,858	7,129	7,129	-	0%
Expenses								
Salaries & Benefits	822,397	697,087	707,130	729,324	715,965	774,712	58,747	8%
Operating Supplies	10,187	35,628	30,223	11,618	13,050	6,900	(6,150)	-47%
Charges for Services	134,374	55,500	62,789	94,219	101,908	82,693	(19,215)	-19%
Intergovernmental *	-	-	-	-	-	-	-	0%
Capital (Equip > \$7,500)	-	-	-	-	-	-	-	0%
Transfers (Equip Reserve)	-	-	-	-	-	-	-	0%
Total Expenses	966,957	788,215	800,142	835,161	830,923	864,305	33,382	4%

City Of Sequim Budget Overview

City Administration City Clerk (General Fund) Gifting & Donations (Restricted) Karen Kuznek-Reese, City Clerk

Department Description

City Clerk

This office is responsible for all public records, assures compliance with the Open Public Meetings Act, public notice requirements, and records management laws, provides administrative support to the City Council and City Manager, and is responsible for management of the Volunteer Program and customer service. The City Clerk is also responsible for Special Projects such as Music in the Park, the City's Wellness Program and serves as staff liaison to the recently-formed City Arts Advisory Commission. The City Clerk's office also serves as a passport acceptance agent and processes requests for facility rentals.

Gifting and Donations

This is a separate fund from the General Fund. It was established in accordance with Sequim Municipal Code 3.74, Donations, Devises or Bequests to record the proceeds from monetary and non-monetary donations accepted by the City Manager, as appropriate, of value, or useful to the city. All donations that are accepted must meet City guidelines (i.e. design standards for structures) as applicable.

The Music in the Park (M&M) program is included in this budget. Donations and sponsorships from the community fund this program providing free entertainment to the public.

2015 Key Goals

City Clerk

- ❖ Convert the City's paper records to electronic which will eliminate moving paper documents to the new Civic Center as well as increase accessibility for staff and public
- ❖ Work with the City Arts Advisory Commission to develop a Strategic Plan for public art in the City
- ❖ Develop a city-wide signage policy
- ❖ Implement new software to increase efficiencies in departmental functions
- ❖ Update and implement policy for city facility rentals

Gifting & Donations

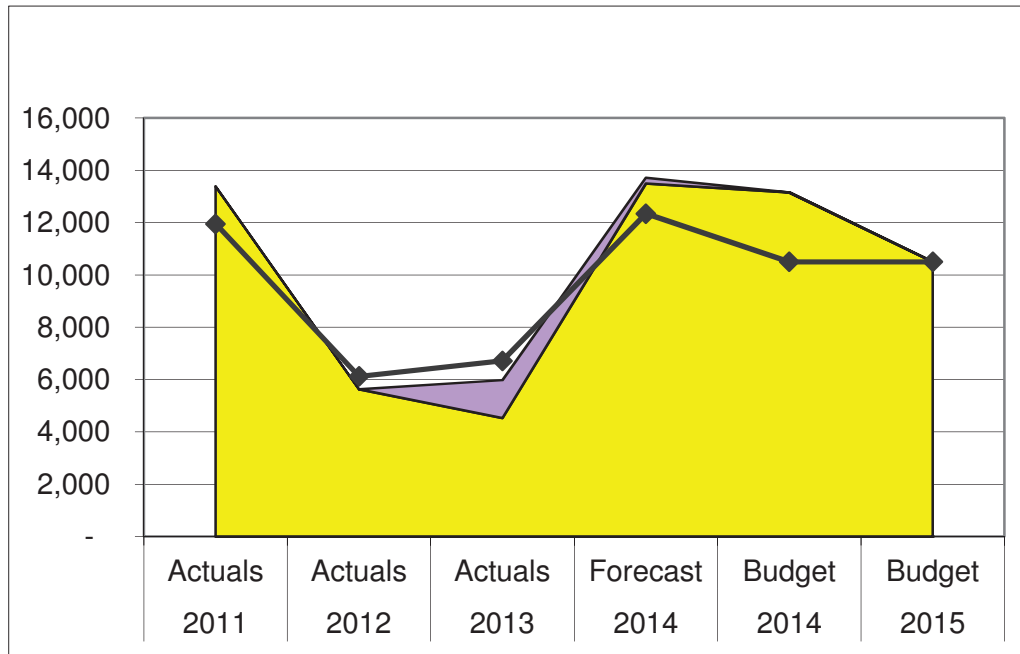
- ❖ Obtain sponsors for Music in the Park
- ❖ Obtain sponsors to conduct a celebratory event to commemorate the opening of the new Civic Center
- ❖ Work with the City Arts Advisory Committee to develop a process for donations to public art

2015 Budget Summary

Slight reductions were made in this budget.

**City of Sequim
2015 Budget
5-Year Summary**

Gifts and Donations (restricted fund)



	2011 Actuals	2012 Actuals	2013 Actuals	2014 Forecast	2014 Budget	2015 Budget	2015-2014	
							Amount	%
Beginning Fund Balance	1,579	143	633	1,373	9,154	0	(9,154)	-100%
Revenues	11,946	6,119	6,716	12,338	10,501	10,500	(1)	0%
Operating Supplies	-	-	1,447	224	-	-		0%
Charges for Services	13,383	5,628	4,529	13,487	13,150	10,500	(2,650)	-20%
Capital (Equip > \$7,500)	-	-	-	-	-	-		0%
NonExpenses	-	-	-	-	-	-		0%
Total Expenses	13,383	5,628	5,976	13,711	13,150	10,500	(2,650)	-20%
Surplus / (Deficit)	(1,437)	490	740	(1,373)	(2,649)	-	2,649	-100%
Ending Fund Balance	143	633	1,373	-	6,505	-	(6,505)	-100%

City Of Sequim Budget Overview

City Administration City Attorney & Criminal Prosecution Services Craig Ritchie, City Attorney

Department Description

City Attorney

To reduce the City's risk of loss due to legal issues, the City Attorney serves as legal advisor to the City Council, staff and boards/commissions. This department provides legal advice, document review and drafting, litigation, legal compliance and liability reduction as well as supervision of Municipal Court activities. This department also provides legal research, advice, contract preparation and negotiations related to the civic center.

Criminal Prosecution/Municipal Court

This function reviews criminal cases from initial charging decisions through plea bargains to disposition, manages the criminal case files, exercises supervisory authority over the City's contract prosecutor and processes diversions for the diversion program. This budget includes all aspects of court, jail, provision of indigent defense services, prosecution support services including subpoenas, criminal complaints other than officer-originated citations, and sets prosecution policies and deals with cost containment. The function also serves as an advisor to the Sequim Police on legal issues.

2015 Key Goals

Civil Legal Matters

- ❖ Continue to minimize non-necessary legal costs

Criminal Prosecution Services

- ❖ Continue to minimize non-necessary jail costs

2015 Budget Summary

City Attorney

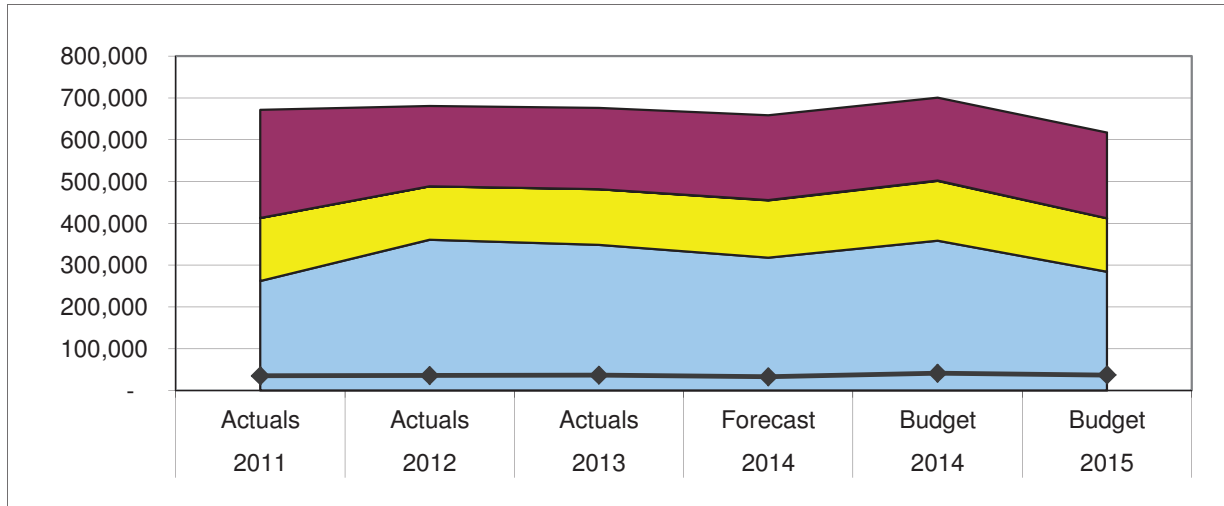
- ❖ There are no significant changes from the 2014 budget.

Criminal Prosecution

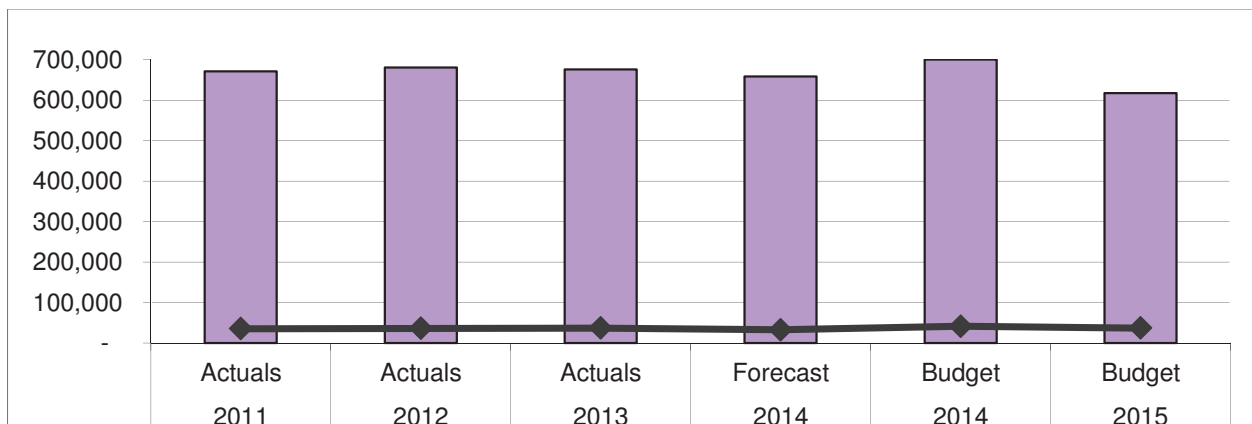
- ❖ The City has entered an agreement with the County for a flat jail rate of \$240,000 for 2015

**City of Sequim
2015 Budget
5-Year Summary**

**City Attorney's Office
Criminal Prosecution Services**



	2011 Actuals	2012 Actuals	2013 Actuals	2014 Forecast	2014 Budget	2015 Budget	2015-2014	
							Amount	%
Intergovernmental Revenues	6,444	3,868	100	3,060	5,304	100	(5,204)	-98%
Charges for Goods & Services	11,448	10,546	11,956	9,218	10,675	12,134	1,459	14%
Fines & Forfeits	12,785	17,359	20,872	15,144	16,395	20,900	4,505	27%
NonRevenues & Other Financing	4,750	4,579	4,136	5,622	9,205	4,136	(5,069)	-55%
Revenues	35,426	36,352	37,064	33,044	41,579	37,270	(4,309)	-10%
Salaries & Benefits	258,311	191,782	194,829	203,118	198,494	204,943	6,449	3%
Operating Supplies	36	30		292	500	500	-	0%
Charges for Services	150,879	127,803	133,163	137,375	143,025	127,545	(15,480)	-11%
Intergovernmental	262,073	360,556	348,062	317,714	358,390	284,258	(74,132)	-21%
Total Expenses	671,299	680,172	676,054	658,499	700,409	617,246	(83,163)	-12%
	-	-	-	2.00	-	-		



City Of Sequim Budget Overview

City Administration Communications (General Fund) Hotel/Motel (Restricted Fund)

Barbara Hanna, Communications & Marketing Director

Department Description

Communications

Develops and implements various strategies as they relate to both internal and external communications. The Communications Director will serve as an internal consultant to the City Council, City Manager and other departments, as requested, on communication strategies and methods, will serve as the City's liaison to community organizations, advise on or handle high profile media issues, produce and oversee the publication of the monthly utility newsletter.

Hotel/Motel

This function is responsible for managing the Hotel/Motel tax budget and utilizing the available monies to increase tourism to the City of Sequim. The function works with the Lodging Tax Advisory Committee to develop plans for tourism promotion which may include advertising, publications, public relations programs, websites, special events and social media activities. The Communications and Marketing Director is responsible for the overall plan and its implementation. This position also functions as the liaison to other tourism organizations.

2015 Key Goals

Communications

- ❖ Continue to support public information for the new Civic Center construction, completion and move-in.
- ❖ Continue to work with the Department of Community Development on communication in public input for the adoption of the Sequim 120 Comprehensive Plan update.
- ❖ Continue to assist with the communications plan and public outreach for the Stormwater assessment program.
- ❖ Continue to develop social media resources as a communications tool for Sequim citizens.

Hotel/Motel

- ❖ Develop monthly tourism electronic newsletter to go to potential visitors, industry partners, and travel writers.
- ❖ Develop targeted outreach to outdoor adventure market.
- ❖ Continue to develop and support the destination wedding market.
- ❖ Continue to develop social media resources as a communications tool for visitors to Sequim.

2015 Budget Summary

Staff salary allocation has shifted from a 50/50 split to a 60/40 split due to completion of major projects and anticipated completions (Centennial, Civic Center, and Comprehensive Plan Update) with 60% coming from the Lodging Tax Fund and 40% the General Fund.

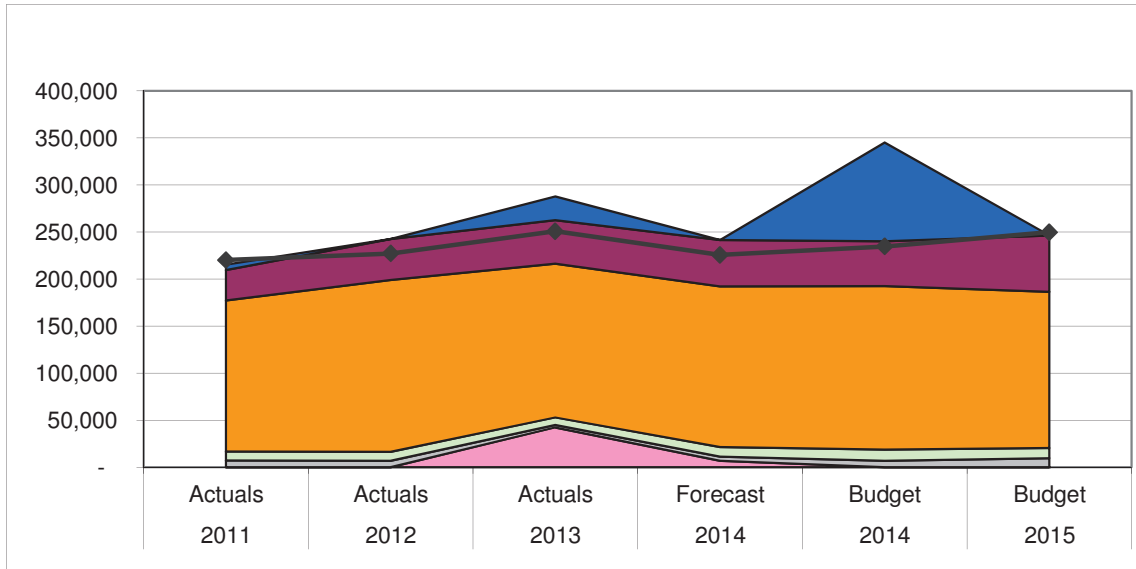
Communications:

- ❖ Salary reduction by \$10k.
- ❖ \$3,000 monthly newsletter expense was moved from Non-Departmental to Communications

Hotel/Motel:

- ❖ Revenues projected to stay consistent with 2014 anticipated revenues
- ❖ Expenses are balanced with revenues
 - \$10k additional staff time will be used to develop a monthly digital newsletter for potential visitors, industry partners, and travel writers and increase social media exposure
 - Eliminated \$105k in transfers out for Guy Cole facility improvements

**City of Sequim
2015 Budget
5-Year Summary
Hotel Motel Fund**



		2011	2012	2013	2014	2014	2015	2015-2014	
		Actuals	Actuals	Actuals	Forecast	Budget	Budget	Amount	%
Beginning Fund Balance		275,746	280,477	264,916	227,929	189,757	212,117	22,360	12%
<div><div></div><div></div><div></div><div></div><div></div></div> <div></div>	Tourism	193,027	199,660	232,322	209,073	213,626	228,717	15,091	7%
	Guy Cole	18,489	23,069	14,597	9,925	11,593	11,685	92	1%
	Guy Cole Deposits	8,675	4,425	3,824	6,650	9,425	9,425	0	0%
	Total Revenues	220,192	227,154	250,743	225,648	234,644	249,827	15,183	6%
<div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div></div>	Salaries & Benefits	32,287	43,516	46,494	49,394	47,748	59,989	12,241	26%
	Tourism	160,704	182,945	163,459	170,902	173,985	166,260	-7,725	-4%
	Guy Cole	9,568	9,433	7,930	10,081	11,751	10,751	-1,000	-9%
	Guy Cole Refunds	6,901	6,686	2,639	4,510	6,700	9,425	2,725	41%
	Capital (Equip > \$7,500)	-	-	42,207	6,575	-	-	0	0%
	Transfers	6,000	-	25,000	-	105,000	-	-105,000	-100%
Total Expenses		215,461	242,581	287,729	241,462	345,184	246,425	(98,759)	-29%
Surplus/(Deficit)		4,731	(15,561)	(36,986)	(15,814)	(110,540)	3,402	113,942	-103%
Ending Fund Balance		280,477	264,916	227,930	212,115	79,217	215,519	136,302	172%

City Of Sequim Budget Overview

City Administration Human Resources Department Susanne Connelly, Human Resource Director

Department Description

This function provides strategic and operational management to enhance the performance of the City staff. The HR department covers a broad range of responsibilities including: employee compensation and benefits, HR strategic planning and analysis, Equal Employment Opportunity compliance, staff recruiting and selection, employee development and career planning, performance review management and employee and labor/management relations and serves as the Civil Service Chief Examiner.

2015 Key Goals

- ❖ Manage department head and other position recruitments in succession planning projects
- ❖ Represent management in two Police bargaining unit labor contract negotiations
- ❖ Continue to provide legal compliance and employee development on-line training support
- ❖ Serve on city-wide safety committee toward goal of reducing employee incidents and costs
- ❖ Lead/facilitate a non-union benefits committee toward goal of restricting non-union benefit levels to reduce costs to City effective January 1, 2016

2015 Budget Summary

- ❖ Includes uniformed labor contract lead negotiator contract fee
- ❖ Maintained cost for organization-wide training in employee development and legal compliance focused training